

CLASS TITLE:**ASSOCIATE DIRECTOR I
(MHRH)****Class Code: 02509500****Pay Grade: 42A****EO: A****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: Within a Department of Mental Health, Retardation and Hospitals (MHRH) area designated as a large organizational component, to have the assigned responsibility for assisting in the overall administration of the planning, development and implementation of operational functions; or, to have the assigned responsibility for assisting in the overall administration of an MHRH program of considerable and comparable complexity; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement in the development and implementation of agency functions; work is subject to review for effectiveness and conformance with applicable rules, regulations professional standards and provisions of law.

SUPERVISION EXERCISED: Plans, assigns, coordinates, directs and reviews the work of an administrative, management and technical staff, and through that staff exercises supervision over assigned agency staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within a department of Mental Health, Retardation and Hospitals (MHRH) area designated as a large organizational component, to have the assigned responsibility for assisting in the overall administration of the planning, development and implementation of operational functions; or, to have the assigned responsibility for assisting in the overall administration of an MHRH program of considerable and comparable complexity.

To serve as an effective member of the department's executive leadership team; to exercise initiative consistent with overall departmental goals and objectives; to provide effective leadership consistent with departmental goals and standards and expectations.

To effectively represent the agency within the department, within the administrative structure of the state, and with a wide range of public and private organizations, groups and individuals; to represent the department on committees, boards, and at a variety of public events and activities.

To assist in overall program planning and development, fiscal integrity, budget preparation, program and staff evaluation.

To assist in the efficient and effective delivery of a coordinated program of direct or support services.

To develop and oversee a variety of service contracts, as required.

As assigned, to develop and maintain appropriate information systems and to generate and disseminate analyses, reports and recommendations as required.

To provide direct supervision to administrative staff.

To maintain currency in the professional field; to assure that this currency extends to subordinate staff and to the program of services; to promote professional and staff development within the agency.

To assure conformance with all relevant laws, regulations, standards, practices, policies and procedures.

To coordinate and promote linkages with training and academic programs; to serve as adjunct faculty, as required.

To meet and conform to the requirements of an operational set of performance specifications.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles of public administration and the proven ability to apply such knowledge at an administrative level, either in direct service delivery or administrative support within a health care environment; a thorough knowledge of health care systems and proven ability to apply such knowledge in an assigned specialty or functions; a thorough knowledge of relevant laws, regulations, policies, procedures and practices; the proven ability to plan, coordinate, direct and control several functions and programs of a large agency or complex program within a health care environment; the proven ability to develop and oversee operating and capital budgets and to manage a program of fiscal integrity; the proven ability to make effective use of automated information systems; the proven ability to interpret complex information, prepare analyses, and develop responsive programs, fiscal and management plans, policies and procedures; the proven ability to interpret complex information, prepare analyses, and develop responsive programs, fiscal and management plans, policies and procedures; the proven ability to interpret programs, policies, and directives as they apply to the agency or program, and to effectively communicate with all levels of staff, other departments and agencies, advocacy groups, providers, and the public at large; the proven ability to lead, supervise, direct assign and evaluate the work of subordinates, the proven ability to communicate effectively; the proven ability to work effectively as a member of the department's executive leadership team; the proven ability to meet and conform to the requirements of an operational set of performance specifications; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, Management, Health Administration, or in the specifically assigned area of organizational or program responsibility supplemented by extensive specialized or advanced training or education in that area; and

Experience: Such as may have been gained through: employment in an administrative position (line/direct service or staff support) in a health care environmental, or in progressively responsible positions in the management of one or more relevant health care programs in a large governmental or private organization. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3-15-2003